GREAT PLAINS INTERAGENCY DISPATCH CENTER

STANDARD OPERATING GUIDE # 23

TITLE: Initial Attack Form

EFFECTIVE DATE: February 9, 2005

UPDATED: October 2018

INTENT: To describe filling out an initial attack (IA) form to go with all incident documentation.

PROCEDURE:

1. Upon Great Plains Dispatch (GPC) receiving a report of an incident, all reporting party (RP) information will be entered into WildCAD. An IA form will also be filled out when time allows to go with all incident documentation.

2. It is the IA dispatcher's responsibility to fill out all applicable areas on the IA form. If information changes, it is the responsibility of the person who received the change to correct the IA form, WildCAD, the Fire Admin Database, and the Big Black Book.

3. Open incidents are stored in the tree to the left of the BKF Zone map board. Create a tag with the incident name and project order number to identify the incident.

4. When a fire is called out verify size, ownership, cause, and location (latitude & longitude and/or legal description) as well as any missing/unresolved information. When all information is acquired and verified the incident can be closed.

5. When all information is filled in, update ROSS, the Big Black Book, the Fire Admin Database, and the incident log folder (see Updating WildCAD PDF files to the incident logs site in the W:\\ Drive).

6. The final step is to file the form (and all associated documentation) after initializing the IA form on the left side.